

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: 13-2015
OPENING DATE: 03/02/2015
CLOSING DATE: 03/16/2015
POSITION TITLE: USAID Administrative Assistant (Roving), FP-7 Equivalent
PERIOD OF SERVICE: One Year (extension possible); 20-40 hours per week
WHO MAY APPLY: Eligible Family Members* Resident in Almaty (All Agencies)
OFFICE: USAID/Central Asia (CA) in Almaty, Kazakhstan

MAJOR DUTIES:

Provides general administrative and clerical support to different USAID sections as needed and as directed by the EXO Administrative Assistant or Executive Officers. The incumbent will cover the absences of regular secretaries, handle special projects, and provide support during peak periods in the Mission. Duties include: schedule meetings, making appointments and maintaining calendars as appropriate; draft/type routine cables, non-technical letters, memoranda, reports and requests for information; handle telephone calls, receive and escort visitors; receive incoming mail and correspondence and distribute as appropriate; maintain office files according to USAID regulations; prepare time and attendance records for staff; prepare travel requests and vouchers for Executive Office staff; and other duties as assigned. The incumbent may be expected to learn USAID software applications to assist with data entry across different offices.

MINIMUM QUALIFICATIONS/SELECTION CRITERIA:

Education, Skills and Experience (60%): A university degree and a minimum of three years' experience in an office environment. Demonstrated multitasking and problem-solving skills working on special projects in a fast-paced environment. Flexibility and openness in responding to changing work priorities and environment. Knowledge of commonly used computer applications (MS Office) and ability to learn other USAID-specific software. Good knowledge of correspondence format and reporting procedures, records file management, mail handling, time keeping procedures and understanding of general administrative practices.

Teamwork/Interpersonal Skills (20%): The incumbent will be based in the Executive Office but will also be expected to rotate among various USAID offices to lend support as needed, and therefore initiative, flexibility and strong interpersonal skills are required. The incumbent must possess a high degree of judgment and a strong customer-service orientation.

Language and Communication skills (20%): The ideal candidate will have the ability to work with diverse teams across USAID and the interagency; possess strong interpersonal communication and teamwork skills; and excellent oral communication. Fluency in English required, and Russian is highly desirable.

Security Clearance: Ability to obtain USG "Facility Access".

TO APPLY: The successful applicant must fully meet the minimum qualification requirements. Qualified individuals are requested to submit a cover letter, curriculum vitae including salary history, and contact information for three professional references. Packages should be received at the Executive Office (EXO) USAID/CAR, 41, Kazibek Bi St., Almaty 050010, Kazakhstan; Tel: (7-727) 2507612/17; Fax: (7-727) 2507634/35/36; E-mail: almaexo_hr@usaid.gov no later than COB (6 p.m. Almaty time), Monday, March 16, 2015.

USAID/CA reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference check pending communication with the applicant.

Definitions:

- * 1. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority.
- 2. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
- 3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
- 4. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.